



CITY OF MISHAWAKA, INDIANA

SITE PLAN APPROVAL AND INFORMATION CHECKLIST

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DEPARTMENT OF CITY PLANNING

PRE-APPROVAL/SUBMISSION OF SITE PLANS

2016

EVERY SITE PLAN SUBMITTED MUST HAVE THE FOLLOWING **MINIMUM** INFORMATION TO BE ACCEPTED BY THE CITY OF MISHAWAKA PLANNING DEPARTMENT FOR REVIEW AND APPROVAL:

- ☐ 1. CURRENT AND CORRECT LEGAL DESCRIPTION FOR THE PROPERTY
- ☐ 2. VICINITY/LOCATION MAP SHOWING THE LOCATION OF THE PROJECT AND SURROUNDING STREETS
- ☐ 3. ALL PROPERTY LINES WITH DIMENSIONS
- ☐ 4. ALL PAVEMENT SETBACK LINES
- ☐ 5. ALL STREET RIGHTS OF WAY LINES
- ☐ 6. THE LOCATION OF ANY KNOWN EASEMENTS
- ☐ 7. THE LOCATION, SIZE AND OTHER PERTINENT DATA OF ALL PROPOSED IMPROVEMENTS, INCLUDING THE LOCATION AND SIZE OF BUILDINGS, PARKING AND DRIVES, OPEN AREAS, SCREENING/FENCING AND LANDSCAPING
- ☐ 8. TABULATED LAND USE DATA INCLUDING:
 - LAND COVERAGE
 - PROPOSED PARKING SPACES/APPLICABLE ORDINANCE REQUIREMENTS
 - OPEN SPACE
- ☐ 9. NAME, ADDRESS, TELEPHONE AND FAX NUMBERS, AND E-MAIL ADDRESS, IF AVAILABLE, OF PROPERTY OWNER AND PRIMARY DESIGN CONSULTANT
- ☐ 10. THE DOCUMENTED HEIGHT, AREA AND DEVELOPMENTAL STANDARDS OF THE PERTINENT ZONING DISTRICT.
- ☐ 11. A STATEMENT DETAILING THE LOCATION, SIZE, AND MATERIAL TO BE USED FOR BOTH SANITARY SEWER DISPOSAL AND WATER SUPPLY. THE LOCATION OF EXISTING AND PROPOSED FIRE HYDRANTS INTENDED TO SERVE THE PROPERTY
- ☐ 12 A. STORM DRAINAGE SYSTEM TO BE DESIGNED TO RETAIN ALL STORM WATER ON SITE WITH A MINIMUM STORAGE CAPACITY BASED ON A 100-YEAR STORM FREQUENCY, 24 HOUR DURATION WITH POST DEVELOPMENTAL DISCHARGE NOT EXCEEDING UNDEVELOPED DISCHARGE AND TIME OF TRAVEL
- ☐ B. IN THE EVENT A NATURAL WATERWAY IS ACCESSIBLE TO THE SITE AS A

STORM WATER OUTLET AND ALL APPROVALS ARE OBTAINED FROM THE APPROPRIATE STATE AND FEDERAL AGENCIES, A TEN YEAR UNDEVELOPED RELEASE RATE WILL BE ALLOWED WITH THE GREATEST STORAGE VOLUME FOR THE 100 YEAR STORM ITERATION BEING SATISFIED IN THE STORMWATER MANAGEMENT DESIGN

- ❑ 13. THE LOCATION AND DIMENSIONS OF PROPOSED CURB CUTS, DRIVEWAYS, PRIVATE ENTRANCES, ACCELERATION/DECELERATION LANES, AND PASSING BLISTERS SHALL BE CONSTRUCTED ACCORDING TO SECTION 101.01 (A), (B) AND (C) OF THE MISHAWAKA CITY ORDINANCES.
- ❑ 14. PLANS, PROFILES AND TYPICAL SECTIONS OF REQUIRED SERVICE ROADS, PASSING BLISTERS OR ACCELERATION/DECELERATION LANES
- ❑ 15. LOCATION AND DESCRIPTION OF ANY TRAFFIC HAZARD OR EXISTING CURB CUT LOCATED ON EITHER SIDE OF THE ROADWAY WITHIN 100 FEET OF THE PROPERTY LINE OF THE SUBJECT PROPERTY
- ❑ 16. FOR COMMERCIAL PROJECTS AND WHERE OTHERWISE REQUIRED, THE LOCATION OF EXISTING AND PROPOSED PLANT MATERIALS AND LANDSCAPING. THE PROPOSED PLANTING MUST IDENTIFY THE COMMON NAME, BOTANICAL NAME, AND INSTALLED SIZE OF THE MATERIAL ON THE PLAN
- ❑ 17. A UNIFORM GRD OF EXISTING AND FINISH GRADE ELEVATIONS AND CONTOURS BASED ON U.S.G.S. SEA LEVEL DATUM FOR ALL PARCELS AND/OR LOTS
- ❑ 18. DELINEATION OF ALL PHASES OF PROPOSED DEVELOPMENTS. PHASING LINES SHALL BE IDENTIFIED FOR ALL PROJECTS NOT BE CONSTRUCTED AT ONE TIME
- ❑ 19. BUILDING ELEVATION AND FLOOR PLANS TO VERIFY HEIGHT AND PARKING REQUIREMENTS AND TO ILLUSTRATE EXTERIOR APPEARANCE

THE APPLICANT MUST FILE SIX (6) COPIES OF THE SITE PLAN INCLUDING **ALL** THE ABOVE INFORMATION WITH THE CITY'S PLANNING DEPARTMENT AND A FILING FEE AS SET BY THE PLAN COMMISSION. IN ADDITION, THE APPLICANT MUST PROVIDE A REDUCED 11"BY 17" COPY OF EACH DRAWING, AS WELL AS THE SITE PLAN ON A 3½ " DISK OR CD IN AUTOCAD 14 FORMAT.

LACK OF ANY OF THE ABOVE INFORMATION OR DATA WILL RESULT IN DELAY OF THE FILING OF THE PROJECT AND THE CITY'S REVIEW AND APPROVAL OF THE PROPOSED SITE PLAN.